

AGENCY FOR HUMAN RESOURCES DEVELOPMENT

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GOVERNMENT OF GUAM

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TRAINEE REQUEST FORM

The main objective of the Workforce Investment Act (WIA) Work Experience (WE) Program is to provide basic work skills for individuals who have never worked, or have been out of the labor force for an extended period of time. This is best achieved by exposing these individuals to the "World of Work", placing them in a working environment to experience first-hand what type of skills are needed to survive in the workforce. The Employer ensures that the participant upon successful completion of the training program is retained in unsubsidized employment and earning unsubsidized employment wages.

Please complete this form and return to our office located at the One Stop Career Center (414 W. Soledad Avenue Suite 400 GCIC Building Hagatna, Guam 96910). If you have any questions, please feel free to contact our Case Management Section at 475-7091-6.

Department/Company:		Date:	
Address:	Telephone/Fax:	Coordinator/Alternate:	
1. Do you plan to participate in WIA's Work Experience Program? () YES () NO		2. How many trainees do you plan to request for?	
3. Type of Worksite: () Government of Guam () Federal Government () Private Non-Profit			
4. What positions will you be requesting for?		How Many?	
5. Is there sufficient work to occupy the trainee for up to eight (8) hours? () YES () NO			
6. Who will be the Immediate Supervisor of the Trainee?		Who will be the Alternate Supervisor?	
7. Describe the duties for each position:			
8. Identify skills to be attained from the training provided.			
Authorized Signature:		Date:	

NOTE: Please submit completed Trainee Request Form to your Coordinator. We will coordinate all activities with this individual.